
American Consulate General
Mumbai

Vacancy Notice

Mumbai

Date: June 26, 2009

The American Consulate General, in Mumbai is seeking an individual for the position of "Audio-Visual Technician" in the Public Affairs Section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

ANNOUNCEMENT NUMBER: 14/2009

OPEN TO: All Interested Candidates

POSITION: Audio-Visual Technician; FSN-635-07
BLA-730011 (Personal Services Agreement)

OPENING DATE: June 26, 2009

CLOSING DATE: July 20, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: EFM/NOR: Grade: FP-07
Ordinarily Resident: FSN-7

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

Supports the public diplomacy section's outreach to priority audiences, including media, through audio-visual products and services. Services include, for example, sound and lighting support for high-level delegation press conferences or for performing groups, PowerPoint presentations, digital video conferences, film screenings, paper and electronic exhibitions, non-text website materials (mp3 files, streaming video files, still photographs, slide shows), DVD and CD-ROM copies of speeches, lectures, conferences, and liaison with audio-visual support staff with partner organizations and vendors in support of above events.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. 2 years of post-secondary study.
2. Two to three years progressively responsible experience in electronics, audiovisual systems, or audio-visual software application use.
3. Level IV (fluency) in English. Level III (good working knowledge) in Hindi/Marathi/Gujarati
4. Thorough knowledge of electronics theory and practice; thorough technical knowledge of all A/V and electronic equipment, including equipment used in diagnosis, troubleshooting, and repair of video-conferencing units, video projectors, public address systems, monitors, power supplies, duplicating equipment. An in-depth knowledge of the methods and practices of installing, maintaining and operating electronic equipment used for media, educational and cultural presentations; a good knowledge of Public Affairs Section's goals; thorough knowledge of all standard safety precautions and procedures; understanding of intellectual property laws and regulations and U.S. government policy with regard to downloading, uploading, publicly performing, or copying recorded, video, print, or other creative material.
5. Oral and written communication skills, including ability to read, consult and understand manuals and diagrams in English; interpret the needs of staff to meet program requirements. Strong interpersonal skills, for interaction with guests, clients, colleagues, and vendors with courtesy, tact, and persuasiveness. Proficiency in using Microsoft Office applications. Organization skills required to inventory and label audio-visual equipment and materials.

SELECTION PROCESS

When equally qualified, and if funding permits, U.S. Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following:

1. Application for employment [Application Form](#)
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Human Resources Office
Attention: Ms. Ann E. Gabrielson
78, Bhulabhai Desai Road
Mumbai 400 026.

POINT OF CONTACT

Shyju B. Kombath
Human Resources Office
Telephone: (022) 2363-3611 – 18 Extn. 4302
Fax: (022) 2368-9016
Email: MumbaiHRCareer@state.gov

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: COB July 20, 2009
An Equal Opportunity Employer

The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted By: M/HR - SKombath
Cleared By: PAS – EKauffman/C Dal Bello
Approved By: MGMT - AGabrielson